

## VOLUME I

### CHAPTER 1

#### GENERAL INFORMATION

100. PURPOSE . Volume I of the DoD Postal Manual, under the authority of DoD Directive 4525.6, 5 May 1980, (reference (aa)) provides instructions for the management and control of postal effects and for the processing, dispatch, handling, and transportation of personal and official military mail.

101. TERMS AND ABBREVIATIONS. Terms and abbreviations used in this Manual, United States Postal Service (USPS), and other DoD postal-related regulatory documents are included in Appendix A of Volume II.

102. POLICY .

1. The MPS shall transmit official and personal mail promptly, efficiently, and economically in support of the defense mission and consistent with the required delivery date, security, accountability, and class of mail.

2. Duplication of postal services by the MPS and USPS is not authorized. There may be no overlap of postal service between elements of the MPS or DoD and non-DoD courier or pouch systems. Military Post Offices (MPOs) will not be authorized for areas served by the State Department Pouch System, unless the pouch system is determined by the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) to be inadequate. A DoD Component requesting establishment of an MPO to replace or supplement present mail delivery service shall submit in accordance with DoD Instruction 7041.3 (reference (a)) an economic analysis of alternative methods of providing mail service. The economic analysis shall be accomplished following procedures established by applicable Military Service regulatory documents.

3. All classes of mail shall be transported according to 39 U.S.C. (reference (b)) and 49 U.S.C. (reference (c)), USPS Directives, and this Manual. Scheduled U.S. civilian air carriers shall be the only means of transporting air eligible mail when adequate service on such air carriers is available. Availability of adequate service on scheduled U.S. air carriers shall be determined by MPSA in coordination with USPS (See Chapter 11).

4. Mail moved by industrially funded Military Airlift Command (MAC) and Military Sealift Command (MSC) requires reimbursement at the common user tariff rate.

5. Foreign commercial airlines or military airlift, as authorized by reference (b), may be used on a temporary basis to transport military mail when U.S. commercial air carriers are unavailable or cannot provide timely delivery. Authority to use foreign air carriers on a continuing basis requires the specific approval of the MPSA, in coordination with the USPS.

6. MPS elements are authorized to use local overseas command funds to transport ☐ilitary mail between commands in unique problem situations. Such transportation may not be used in competition with U.S. commercial carriers, but shall be subject to the limitations above and the standards prescribed by the MPSA.

7. Foreign postal administrations may be used to transport military mail when approved by the MPSA, in coordination with the USPS.

8. Official registered mail that is moved to, from, and between MPS activities shall be transmitted in the manner required by DoD 5200.1-R (reference (d)).

9. Mail consisting of correspondence that relates exclusively to USPS, business shall be mailed with USPS indicia.

10. Military activities receiving their primary administrative and logistical support from U.S. embassies or other government agencies are not eligible for MPS support, if such support would duplicate an existing communication system.

11. The goal of MPSA is to provide, at a minimum, a level of service equal to that provided by USPS to the civilian population of the United States.

12. Requests for exceptions to policy or procedures outlined in this Manual or in USPS and other DoD postal regulatory documents shall be submitted in writing through the appropriate major command direct to the MPSA.

### 103. RESPONSIBILITIES .

1. The Assistant Secretary of Defense (Production and Logistics) ASD(P&L) shall:

a. Provide broad policy guidance for operation and use of the MPS and establish guidelines concerning use of the MPS by DoD components, other government agencies, and nongovernment organizations.

b. Serve as the final authority concerning requests for first opening and last closure of an MPO in any country.

c. Serve as the DoD representative for implementation and administration of agreements with the USPS.

2. The Secretary of the Army is designated the single manager of the MPS and shall:

a. Establish and organize the Military Postal Service Agency (MPSA) as a jointly staffed headquarters located in the National Capitol Region, and establish other field activities, when required.

b. Designate a general officer (or equivalent civilian grade) to be the Executive Director, MPSA.

3. The Executive Director, Military Postal Service Agency, shall:

a. Act as the functional director for MPO mail (official and personal) with responsibility for the development of policy and monitoring of all overseas mail transportation costs.

b. Recommend to ASD(P&L) (Transportation Policy) (TP) policy and establish procedures required for proper administration of the MPS.

c. Serve as the single DoD point of contact with the USPS and other government agencies on MPS policy and operational matters; develop the DoD position and negotiate with the USPS for changes to the USPS-DOD Postal Agreement (reference (e)) as it relates to the operation of the MPS; furnish policy and procedural guidance for compliance with that agreement.

d. Command and operate single offices with joint Military Service staffing to serve as a liaison with USPS at mail concentration centers within the continental United States (CONUS).

e. Coordinate an integrated network of major military mail distribution and transportation facilities in overseas areas.

f. Establish, as necessary, Joint-Service postal finance, supply, and equipment distribution facilities in CONUS and overseas areas. If considered necessary, a Military Service element can be designated to perform this function.

g. Provide technical support and monitorship for command postal operations of the Military Services in overseas areas. Conduct technical assistance team visits, as required.

h. Coordinate the development of an integrated program for training postal personnel from the Military Services. Monitor all military reserve postal training programs.

i. Recommend to ASD(P&L) policy for and monitor investigations of depredations of mail, and USPS funds and equipment in the MPS, and process postal claims made against the Military Services by the USPS.

j. Coordinate the establishment and disestablishment of MPOs.

k. Ensure that MPOs comply with postal arrangements made with sovereign foreign governments.

l. Function as single point of contact with the DoD executive agent for customs (Department of the Army, Deputy Chief of Staff for Logistics) on matters relating to the MPS.

m. Coordinate with DoD Components to develop and recommend to ASD(P&L) (TP) DoD policy for official mail cost control Program.

n. Monitor the responsiveness of the MPS and USPS as they impact upon performance standards and take corrective action, as required. Coordinate the compilation of statistics, conduct studies, and perform any necessary analysis.

o. Establish and maintain liaison with the DoD transportation operating agencies (Military Traffic Management Command (MTMC), MAC, and MSC). . . . .

p. Publish a single DoD postal manual and develop other technical regulatory documents to be used by all DoD Components in support of the MPSA mission.

q. Establish and maintain liaison with command postal operating elements within each Military Service to aid in the effective daily operation of the MPS, and establish and maintain liaison with major commands to investigate and resolve postal problems.

r. Process all presidential, congressional, and other high-level correspondence relating to the MPS in coordination with the respective Military Service's legislative liaison.

s. Maintain and publish periodically a consolidated list of MPO numbers as issued by the USPS and controlled by the MPSA.

t. Arrange for representation of the Department of Defense before federal regulatory agencies on MPS matters, and development of the proposed DoD action in response to notice of proposed rule making documents published by any federal agency that have a significant impact upon DoD postal matters. Notify ASD(P&L) and other interested DoD Components of any proposed or actual changes.

u. Develop, establish, and operate an integrated information data system to support the mission of the MPSA and the OSD in its postal oversight role.

v. Coordinate the development of Joint Uniform Military Postal Manning Standards (see paragraph 103.4.p).

w. Provide military postal transportation planning support to DoD Components in support of the plans of the Joint Chiefs of Staff (JCS) and other military operations, in coordination with MTMC, MAC, and MSC.

x. Provide information from MPSA management information systems to the Military Services for development of their budget estimates concerning overseas mail transportation costs and review the budgets of the Military Services to ensure that current rate data are included.

y. Ensure that the Military Services provide necessary resources that will allow, as a minimum, a level of service equal to that provided by the USPS to the civilian population of the United States and ensure that overlap or duplication of MPS functions between the Military Services, DoD Components, or other government agencies are identified and that a coordinated solution is obtained.

z. Appoint, as required, a designated Military Service within a Unified Command -to serve as a single postal theater manager with duties and functions prescribed by the MPSA.

4. The Secretaries of the Military Departments shall:

a. Ensure their components request the establishment of MPOS under, the criteria in this Manual.

b. Maintain audit, inspection, advisor, and assistance responsibilities for MPS activities under their jurisdiction.

c. Provide air and surface transportation support to move military mail when tendered by USPS or MPS activities.

d. Provide adequate resources to ensure that the level of postal service and facilities, at a minimum, are equal to those provided by the USPS to the civilian population of the United States and that these are provided uniformly to all authorized users of the MPS. This shall include processing, transporting, and delivering mail.

e. Ensure that major commands are designated to provide the MPSA, through the Joint Military Postal activity (JMPA) Atlantic or Pacific, with information to allow proper mail routing and dispatch instructions when their respective units change location, are activated, deactivated, inactivated, commissioned, decommissioned, or when units rotate.

f. Command and operate postal facilities not assigned to the MPSA. This shall include the administration and management of postal operations within a specified area or country when a Military Service has been designated the responsibility by the Unified Command commander (see paragraph 106.4).

g. Recommend to the Executive Director, MPSA, policies and procedures to be implemented by the MPSA in carrying out postal operations.

h. Issue internal instructions for the control and use of official mail entered in the USPS or the MPS.

i. Provide MPSA with information concerning postal restrictions or policies affecting MPS because of unique requirements. Provide excerpts of the appropriate country-to-country (status-of-forces) agreements that affect the MPS.

j. Plan, program, budget, and obligate for their overseas military mail transportation requirements, in coordination with the Executive Director, MPSA .

k. Coordinate all contingency and war planning involving MPS matters with the MPSA.

l. Provide the MPSA with information required to support MPSA management information systems, consistent with DoD Directive 7750.5 (reference (f)). Specific tasking shall be coordinated with each Military Service.

m. Assist the MPSA in resolving overlap or duplication of MPSA functions.

n. Establish and operate MPOS for use by all authorized organizations and personnel on their respective installations overseas. DoD Components shall be provided postal service on a nonreimbursable basis. MPOS may be operated at locations overseas other than at a military installation to meet an operational requirement of a Military Department.

o. Ensure support services are provided to onsite military postal activities; that is, custodial, utilities, real property maintenance, and transportation, on a nonreimbursable basis. This shall include providing additional facilities, supplemental transportation, and personnel augmentation in support of local postal activities to eliminate mail backlogs created by emergency or seasonal increases in mail volume.

p. Develop Joint Uniform Military Postal Manning Standards.

5. Joint Military Postal Activity (Atlantic and Pacific) shall:

a. Act as a single point of contact with the USPS at the gateways.

b. Provide information to the USPS to allow proper distribution, dispatch, and transportation of military mail for overseas and maneuver forces, ships, and other mobile units.

6. Commanders of the Unified Commands or Their Single Manager for Postal Operations shall:

a. Coordinate, as required, area MPS support responsibilities to include:

(1) Opening and closing of any country MPO.

(2) Transfer of operational control of the MPOs between the Military Services.

(3) Sharing of resources between the Military Services to avoid duplication of expenditures and effort.

b. Forward actions to the MPSA and ASD (P&L) for consideration as appropriate in accordance with guidelines provided by this Manual.

7. Major Commands shall:

a. Appoint "responsible commanders," as designees to carry out command responsibilities as addressed throughout this Manual. The major commands shall determine these designations according to each Military Service's command structure.

b. Establish, staff, administer, operate, and support field postal activities, as necessary, to provide an efficient, expeditious, and economical postal system.

c. Coordinate their activities and resources between the Military Services to avoid duplication of expenditures and effort for maximum effectiveness and economy. This shall include installation planning, audits and inspections, Personnel and facility use, and common mail transportation modes. Any conflicts shall be referred to the Unified Command commander for resolution.

d. Develop contingency plans for providing postal services.

e. Ensure inspection and audit of command postal facilities and unit mailrooms. Coordinate with other Military Services, as necessary, to conduct these inspections in areas where one Military Service is the predominant element. The overall responsibility for these functions, however, remains with the command.

f. Activate reserve and contingency MPO numbers as required (see paragraph 110 for specific requirements).

g. Maintain liaison with host government postal administrations.

h. Coordinate mail transportation matters, such as:

(1) Operation of railway and trucking services.

(2) Routing of mail by commercial airlines, MAC, and MSC.

(3) Development of airlift and surface mail requirements.

i. Maintain liaison with postal officials of allied forces.

j. Ensure that mail service to the command is evaluated continually and incidents of unexplained missing, misdirected, or delayed mail are reported to appropriate mail routing authorities.

k. Ensure that a complete and effective mail directory service for the command is maintained.

l. Inform customers of the character of mail service that can be expected in the area concerned. Encourage all personnel to advise their correspondents to consult their local civilian postal authorities in connection with any inquiries, complaints, or claims concerning mail to MPO customers.

m. Establish procedures that will ensure that complaints, inquiries, and suggestions relative to mail service are given proper attention.

n. Locate deficiencies in the postal service, including the processing, dispatching, transporting, scheduling, stowing and securing of mails and take or recommend appropriate corrective action.

o. Assist military and USPS authorities, as necessary.

p. Recommend improvements to the postal service to the MPSA, based on observations, inspections, and evaluation reports. These recommendations shall be submitted directly to the MPSA.

q. Ensure the command's facility review system properly considers MPO facility requirements, based on the standards set forth in Chapter 13 of this Manual.

#### 104. CHANNELS OF COMMUNICATION.

1. The MPSA is the single DoD point of contact with Headquarters (HQ) USPS for all postal matters. However, responsible commanders, serviced directly by the USPS, are encouraged to communicate with local USPS representatives on operational concerns. If a problem cannot be resolved locally, or an issue requires the establishment of policy applicable to all DoD Component activities whether in CONUS or overseas, the matter shall be forwarded through command channels to the MPSA.

2. The MPSA shall communicate directly with DoD Components and Major Commands to establish and implement uniform worldwide postal practices and procedures.

3. In CONUS, the Military Services shall designate a local point of contact to conduct liaison with local USPS officials to resolve installation or activity postal matters (see Volume II, Chapter 2).

4. Recognizing the unique professional relationship between investigating agencies, military investigating agencies may conduct direct liaison with the USPS Inspection Service on matters affecting the MPS.

105. USE OF THE MILITARY POSTAL SERVICE. The policies and procedures governing the use of the MPS that are applicable to all DoD Components that operate the MPOS and to all units and organizations authorized to use the MPS are contained in Appendix A.

#### 106. ESTABLISHING MILITARY POST OFFICES

1. Authority. The MPS is operated as an extension of the USPS as authorized by 39 U.S.C. 406 (reference (b)). This authority allows the establishment of MPOS overseas, afloat or in the United States when the military situation requires.

2. Mission. The primary mission of the MPS is to provide service to the DoD Components in support of DoD missions. Normally, both non-DoD and military activities that receive their predominant administrative and logistical support from non-DoD sources, such as U.S. embassies, may not be permitted to establish MPos.

3. Information Requirements. A request to establish an MPO shall contain the following information:

a. If a non-DoD agency, the exclusive DoD mission to be supported and reasons why other means, that is, international mail, or State Department pouch, cannot be used.

b. If a non-DoD agency, DoD personnel considered a part of the agency and the portion of their local support supplied by the non-DoD agency.



c. Number of military personnel and dependents to be served by Military Service, and any projected increase or decrease in strength.

d. Number of authorized civilian personnel and dependents to be served by agency, to include projected increases or decreases.

e. Name and location of the installation or activity.

f. A description of the building size, type of construction, security features, relative location on the installation, total area in square feet available for postal operations, and whether the building meets the requirements outlined in Chapter 13.

g. Proposed opening date.

h. Availability of transportation, including the schedule and proposed routing. U.S. flag carriers shall be given first consideration. Ships shall initiate mail routing messages upon establishment as required IAW Chapter 11, Paragraph 1119.

i. Proposed method of procuring fixed/flex stamp credit. Stamp credit will be procured from an area PFSO or USPS. Initial stock levels will be determined IAW Chapter 5, Paragraph 501.5.

j. If Money Order service is desired.

k. What method will be available to obtain checks to be used in remitting funds to the USPS? In the case of ships - is a disbursing officer/finance officer attached to provide remittance checks?

l. Whether or not a qualified full-time military postal clerk will be on board to operate the facility.

m. Date by which postal supplies are required if USPS is the source. USPS requires 30 days to assemble and ship initial supplies. Provide address to which shipment will be made.

n. Any host country mailing restrictions or prohibitions. (Not applicable to ships.)

o. Identification of the agency that shall assume local operating costs.

p. If the MPO is first MPO in the country, a written statement from the host government which agrees to its operation. Include one copy of the status-of-forces agreements (SOFAS) or any other agreements that may be of significance to the request.

q. When required, an economic analysis of alternative methods of providing mail delivery service (see paragraph 102.2).

r. Unit Identification Code (UIC) (Navy and Marine Corps only).

#### 4. Routing Procedures for MPO Requests

a. MPO establishment requests that involve (1) the first MPO in the country, (2) non-DoD activities, or (3) situations when the requesting Military Service differs from the Military Service already providing the support in an area shall be submitted through command channels to the appropriate Unified Command commander. The Unified Command commander shall designate the supporting Military Service and forward establishment recommendations to the MPSA.

b. Before submitting requests, as indicated above, non-DoD activities (such as U.S. embassies) shall obtain concurrence from their respective headquarters.

c. DoD Component activities desiring to establish additional MPOs, when the requesting and supporting Military Service are the same, shall submit requests through the major commander to the MPSA for consideration.

d. Approval authority for first opening in a country rests with the ASD(P&L). These requests shall be routed, as prescribed above, to the MPSA for referral to the ASD(P&L).

#### 5. Establishment Procedures.

a. If the request is approved, the MPSA shall assign an MPO number, notify HQ USPS and appropriate DoD Component activities for inclusion in pertinent publications, and coordinate mail transportation requirements with the appropriate JMPA.

b. The required number of personnel authorizations for the new MPO shall be made available from the Military Service selected to provide the support. All required equipment, supplies, and personnel shall be available before opening. Normal lead time for these actions is 6 to 9 months.

6. Classification of MPOs. MPOS are classified into three basic categories: active, inactive, and contingency. These categories are defined in Volume II, Appendix A.

#### 107. ESTABLISHING A MAIL ADDRESS ONLY (MAO)

1. MAOS are established to serve as routing indicators for mail separation and transportation purposes only. They will have a designated parent MPO. MAOS will not be established to avoid the requirements prescribed for the opening of an MPO.

2. The designated parent MPO will provide all required postal supplies and equipment.

#### 3. Establishment Procedures

a. After reviewing establishment criteria, major commanders shall submit requests to the MPSA for approval at least 3 months in advance of the proposed opening. A request to establish an MAO shall contain the following information:

(1) Number of military personnel and dependents to be served, by Service, and any projected increase or decrease in strength.

(2) Number of authorized civilian personnel and dependents to be served, by agency, including projected increases or decreases.

(3) Name and location of the installation or activity.

(4) A statement that adequate space and equipment necessary for the proper handling and security of the mail shall be provided (see Volume II, Chapter 3, paragraph 309, for specific requirement).

(5) Proposed opening date.

(6) Availability of qualified personnel to process the mail.

(7) Parent MPO.

b. If the request is approved, the MPSA shall act as described in paragraph 106.5.

#### 108. DISESTABLISHING A MILITARY POST OFFICE OR A MAIL ADDRESS ONLY

1. MPOS and MAOS are closed when they are no longer required or when a change in DoD policy dictates this action. Major commanders should submit requests for closure to the MPSA when the requirement is known. If the closure affects more than one Military Service or other DoD Components, the action shall be coordinated with the Unified Commander before submission to the MPSA. If it is the last MPO in the country, MPSA shall request ASD(P&L) approval.

2. When approval is granted, the following actions shall be taken:

a. The MPSA shall provide disposition instructions for USPS accountable mail records.

b. The major commander shall:

(1) Notify the MPSA and the serving JPMA, by message, as far in advance of the actual closing date as possible. MPSA shall notify USPS and appropriate DoD Component activities. Notification to MPSA shall include the following information:

(a) MPO number and ship's name, when applicable.

(b) Closing date.

(c) Military Post Office Mail Distribution Scheme (MPOMDS) and Military Post Office Location List (MPOLL) changes for all organizations and activities that used the MPO/MAO as their mailing address. (Follow the format prescribed in the MPOMDS and MPOLL). (References k and l).

(d) Disposition instructions for official mail.

(2) Reassign personnel and adjust human resource authorizations.

(3) Provide the MPO with disposition instructions for excess DoD and USPS supplies.

(4) Designate a unit to which active postal offense case files shall be forwarded.

(5) Ensure that an audit of accountable postal effects, including equipment, is performed at the close of business on the last day of operation or as soon thereafter as practicable. The audit shall be conducted by two postal officials appointed for this purpose, one of whom may be the custodian of postal effects (COPE).

c. The MPO supervisor or responsible commander shall:

(1) At a minimum, provide customers with a 90-day termination notice.

(2) Transfer active postal offense case files to the unit designated by the major commander.

(3) Return all blank MOs to the accountable postmaster by registered mail (see Table 5-2, Rule 3, Chapter 5, for correct addresses). When preparing the shipment, ensure the contents are witnessed properly. Correspondence shall be enclosed listing the serial numbers involved and the reason for the return.

(4) Obtain checks for all funds on hand as soon as possible after the close of business on the last day of operation. To preclude returning excessive quantities of stamps and stamped paper to the accountable postmaster or Postal Finance Officer (PFO), this stock may be sold for cash to the COPE of another operational MPO.

(5) Return the fixed credit to the source from which received, accompanied by a copy of the final audit. Quantities and denominations of stamp stock returned shall be listed on a PS Form 17, "Stamp Requisition," and hand-carried or forwarded by registered USPS indicia mail.

(6) Whenever documentation is the last of its kind (that is, money order business (MOB) report, dispatch documents, and other reports), endorse it "FINAL SUBMISSION MPO CLOSED".

(7) Dispose of records. Comply with appropriate Military Service and MPSA disposition instructions.

(8) Distribute supplies (such as forms, twine, and labels) to operational MPOS in the area or dispose of them as directed by the responsible commander.

(9) After final audit and disposition of equipment, supplies, and records, submit a message to the MPSA and the major commander, indicating disposition of all accountable items and include registry numbers under which they were shipped.

d. Auditors shall conduct an audit to verify that all accountable postal effects and equipment are on hand or accounted for (see Chapter 12, for instructions).

(1) When the audit has been completed, dispose of all accountable equipment and all-purpose dating stamps and postmarking stamps as directed by the major commander. Items too large or heavy to mail or carry shall be shipped through a Military Service's traffic management office.

#### 109. RELOCATION, RECLASSIFICATION, SUSPENSION, AND TRANSFER OF OPERATIONAL CONTROL OF MILITARY POST OFFICES

1. When a permanent land-based MPO changes location, the major commander shall send a message with the information required by paragraph 108 to the MPSA and the serving JMPA. When relocation entails change in units served, such information shall be included in the notification.

2. An operational MPO may be reclassified MAO when it is determined that financial and mail services do not warrant full-time MPO mail services. When this occurs, the major commander shall notify the MPSA and the serving JMPA, by message, of the following:

- a. MPO number.
- b. Statement that the MPO is reclassified as MAO.
- c. Date financial operations will cease.
- d. New instructions for the routing of mail, if applicable.
- e. Disposition of USPS equipment, supplies and postal effects.  
(Date of mailing and registry number of articles mailed shall be included, if applicable).

3. When reclassifying an MAO to MPO status, the major commander shall notify the MPSA and the serving JMPA, by message, of the following:

- a. That the MPO is becoming operational.
- b. Date MPO begins operation.
- c. New instructions for routing of mail, if applicable.

4. When the operation of an MPO (including contingency MPOs) or unit is temporarily suspended, the responsible commander shall:

- a. Designate an official to conduct an audit at the close of business on the date of suspension, or as soon as possible.
- b. Notify the major commander, the source from which accountable items are received, the MPSA, and the serving JMPA, if applicable, of the following:

- (1) Date of suspension.

(2) Reason for suspension.

(3) Duration of the suspension.

(4) New instructions for routing of mail, if applicable,

c. Designate an accountable official for postal effects, or return all accountable items by registered USPS indicia mail to source from which received.

d. When business is resumed, inform the major commander, the source from which accountable items are received, the MPSA, and the serving JMPA, if applicable, of the date business will be resumed. Include new instructions for the routing of mail, if applicable. Designate an accountable official and issue necessary postal effects to conduct business.

5. Subject to a major command-level agreement, an MPO may be transferred between Military Services. With acceptance of operational MPO missions, personnel staffing shall be absorbed by the accepting command. When the transfer is completed, the receiving major command shall advise promptly the Unified Commander, MPSA, and the serving JMPA of the effective date. If major command-level agreement cannot be reached, the matter shall be forwarded to the Unified commander for review. The Unified Commander shall designate the supporting Military Service and forward the recommendation through MPSA to ASD(P&L) for final approval.

#### 110. ACTIVATION AND DEACTIVATION OF CONTINGENCY OR RESERVED MILITARY POST OFFICES

1. When activating a contingency or reserved MPO, the major commander shall send a message with the information required below to MPSA-OP and the serving JMPA. This message shall be sent at least 30 days in advance of programmed (yearly) operations or immediately upon notification of short notice unprogrammed operations.

a. MPO number.

b. Specify if the operation will be a full service MPO or an MAO. If an MAO, provide parent MPO.

c. Mail routing instructions.

d. Proposed opening date. Also, include proposed closing date for operations projected to last less than 30 days.

e. Provide a statement that qualified postal personnel are available to properly perform the postal function.

f. Approximate number of personnel to be served.

2. The-deactivating message for contingency or reserved MPOS shall include the following:

the closing

date.

- a. The proposed closing date.
- b. Disposition instructions for mail received after the closing